



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1. Name of the Institution

Chhaygaon College

- Name of the Head of the institution

Dr. Raju Bordoloi

- Designation

Principal

- Does the institution function from its own campus?

Yes

- Phone no./Alternate phone no.

03623261006

- Mobile No:

9954983393

- Registered e-mail

collegechhaygaon1974@gmail.com

- Alternate e-mail

chhaygaoncollege.iqac21@gmail.com

- Address

Chhaygaon, Kamrup, Assam, PIN -
781124

- City/Town

Guwahati

- State/UT

Assam

- Pin Code

781124

2. Institutional status

- Type of Institution

Co-education

- Location

Rural

- Financial Status

UGC 2f and 12(B)

- Name of the Affiliating University **Gauhati University**
- Name of the IQAC Coordinator **Dr. Naba Kr. Kalita**
- Phone No. **7002685720**
- Alternate phone No. **03623261006**
- Mobile **9954983393**
- IQAC e-mail address **chhaygaoncollege.iqac21@gmail.com**
- Alternate e-mail address **collegechhaygaon1974@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

http://chhaygaoncollege.in/wp-content/uploads/2021/10/6156b302b765b_agar_report.pdf

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<http://chhaygaoncollege.in/wp-content/uploads/2021/12/DocScanner-Dec-20-2021-3.31-PM.pdf>

5. Accreditation Details

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|----------------|----------|-------------|-----------------------|-------------------|-------------------|
| Cycle 1 | B | 71 | 2004 | 04/11/2004 | 03/11/2009 |
| Cycle 2 | B | 2.41 | 2015 | 15/11/2015 | 14/11/2020 |

6. Date of Establishment of IQAC

03/01/2006

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|-----------------------------------|------------|----------------|-----------------------------|------------|
| NIL | NIL | NIL | NIL | NIL |

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year 10

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

a) To promote Women Empowerment " A Seven Day Workshop On Self-Defence for Women" has been organized by NSS Unit in collaboration with IQAC, Chhaygaon College from 5th March to 11th March 2021.

b) To aware the elderly citizen to take COVID-19 Vaccine, a door to door vaccination drive, a joint venture has been initiated by IQAC and NSS Unit, Chhaygaon College. Moreover, 15 College NSS volunteers have served more than 150 COVID-19 Vaccination camps for two months (June 2021 to August 2021)

c) A special talk was organized on "PCOD and other Gynaecological Diseases" by Jaydeep Pal, Senior Obstotrician and Gynaecologist, Laparoscopic Surgion on 18th December 2020.

d) An Awareness Programme was organized on "Safety and Security of Women" organized by Internal Quality Assurance Cell on 29-12-2020.

e) An Inaugural Cum Orientation Programme was organized on Yuva Shakti-an Entrepreneurship Mindset Programme on 09-02-2021.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

| Plan of Action | Achievements/Outcomes |
|--|---|
| Publication of student's journal (Miscellany) | Published in 21-09-2020 |
| A seven days programme of self-defense for women | Held in from 05-03-2021 to 11-03-2021 |
| A door to door vaccination drive jointly initiated by IQAC and NSS unit for two months in the locality | Held in from June, 2021 to August, 2021 |

13. Whether the AQAR was placed before statutory body? **No**

- Name of the statutory body

| Name | Date of meeting(s) |
|------|--------------------|
| Nil | Nil |

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

| | |
|--|---|
| 1.Name of the Institution | Chhaygaon College |
| • Name of the Head of the institution | Dr. Raju Bordoloi |
| • Designation | Principal |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 03623261006 |
| • Mobile No: | 9954983393 |
| • Registered e-mail | collegechhaygaon1974@gmail.com |
| • Alternate e-mail | chhaygaoncollege.iqac21@gmail.com |
| • Address | Chhaygaon, Kamrup, Assam, PIN - 781124 |
| • City/Town | Guwahati |
| • State/UT | Assam |
| • Pin Code | 781124 |
| 2.Institutional status | |
| • Type of Institution | Co-education |
| • Location | Rural |
| • Financial Status | UGC 2f and 12(B) |
| • Name of the Affiliating University | Gauhati University |
| • Name of the IQAC Coordinator | Dr. Naba Kr. Kalita |
| • Phone No. | 7002685720 |

| | | |
|--|------------------|--|
| <ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | Yes | |
| <ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report | No File Uploaded | |
| 10. Whether IQAC received funding from any of the funding agency to support its activities during the year? | No | |
| <ul style="list-style-type: none"> • If yes, mention the amount | | |
| 11. Significant contributions made by IQAC during the current year (maximum five bullets) | | |
| <p>a) To promote Women Empowerment " A Seven Day Workshop On Self-Defence for Women" has been organized by NSS Unit in collaboration with IQAC, Chhaygaon College from 5th March to 11th March 2021.</p> | | |
| <p>b) To aware the elderly citizen to take COVID-19 Vaccine, a door to door vaccination drive, a joint venture has been initiated by IQAC and NSS Unit, Chhaygaon College. Moreover, 15 College NSS volunteers have served more than 150 COVID-19 Vaccination camps for two months (June 2021 to August 2021)</p> | | |
| <p>c) A special talk was organized on "PCOD and other Gynaecological Diseases" by Jaydeep Pal, Senior Obstetrician and Gynaecologist, Laparoscopic Surgion on 18th December 2020.</p> | | |
| <p>d) An Awareness Programme was organized on "Safety and Security of Women" organized by Internal Quality Assurance Cell on 29-12-2020.</p> | | |
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| | | |

| | |
|--|--|
| Plan of Action | Achievements/Outcomes |
| Publication of student's journal (Miscellany) | Published in 21-09-2020 |
| A seven days programme of self-defense for women | Held in from 05-03-2021 to 11-03-2021 |
| A door to door vaccination drive jointly initiated by IQAC and NSS unit for two months in the locality | Held in from June,2021 to August, 2021 |
| 13.Whether the AQAR was placed before statutory body? | No |
| <ul style="list-style-type: none"> Name of the statutory body | |
| Name | Date of meeting(s) |
| Nil | Nil |
| 14.Whether institutional data submitted to AISHE | |
| Year | Date of Submission |
| 2020 | 28/02/2020 |
| 15.Multidisciplinary / interdisciplinary | |
| 16.Academic bank of credits (ABC): | |
| 17.Skill development: | |
| 18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course) | |
| 19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE): | |

20.Distance education/online education:**Extended Profile****1.Programme**

1.1 04

Number of courses offered by the institution across all programs during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.Student

2.1 1663

Number of students during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.2 785

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.3 442

Number of outgoing/ final year students during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

3.Academic

3.1 37

Number of full time teachers during the year

| File Description | Documents |
|---|---------------------------|
| Data Template | View File |
| 3.2 | 35 |
| Number of Sanctioned posts during the year | |
| File Description | Documents |
| Data Template | View File |
| 4.Institution | |
| 4.1 | 38 |
| Total number of Classrooms and Seminar halls | |
| 4.2 | 39,79,818 |
| Total expenditure excluding salary during the year (INR in lakhs) | |
| 4.3 | 70 |
| Total number of computers on campus for academic purposes | |

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The curricular planning and documentation fall under the purview of the affiliated University i.e., Gauhati University. The subjective aspects in the various departments are delivered through planned mechanism with the aid of various tools and processes. In preparation of the class routine the academic calendar of Gauhati University is followed. The class routine is prepared before the beginning of every academic session by a routine committee, which is entrusted with the task of allocation of appropriate classrooms for various subjects according to the students' strength. Every department is required to maintain a lesson plan cum record of classes. Attendance register is maintained for each and every class which is an authentic record of taking classes by the faculty members. Class register of students also help to assess the regularity and punctuality of

students' attendance. Every teacher maintains the syllabus register up-to-date. Every department maintains departmental proceedings guided and monitored by the H.O.D.s. This proceeding book keeps record of all the academic activities apart from the physical classes. Principal calls meeting of H.O.D.s at the beginning of every academic session to plan the academic activities. Similar meeting is held at the end of every month to discuss about the Progress, required changes and to assess the achievement. This meeting is also held before the start of semester and sessional examinations to assess the progress of the syllabus. Apart from the class room teaching students seminars, field works, departmental excursion, institutional exchange programme with other Colleges, institutional visits are conducted and organized from time to time. Besides the sessional examination, internal assessment of the students is done on the basis of different parameters like class attendance, home assignments, students' seminars etc. At the end of the session an academic audit is done by experienced faculty members inside and outside the Institution.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | View File |
| Link for Additional information | http://chhaygaoncollege.in/wp-content/uploads/2022/01/CLASS-ROUTINE-2020-21-ONLINE-OFFLINE-1.pdf |

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

- Continuous Internal Evaluation system is monitored and moderated by a central evaluation committee following the guidelines of Gauhati University. For various courses different evaluation systems are used. For degree courses internal examination is conducted once in a semester. Class tests are conducted on monthly basis. The evaluated answer scripts are preserved in a systematic way under the guidance of the central examination committee and by the respective departments. Apart from the normal examination Schedule students seminars are organized by the respective departments. Home assignments, practical for skill development courses are also assigned to the students. It is ensured that the sessional examinations are carried on smoothly and in a hassle free manner. The Principal appoints

experienced teachers in the examination committee to conduct and monitor all types of examination in a semester. The committee is responsible for preparing subject wise examination routine for various departments for sessional examination. The respective departments may enjoy freedom in terms of changing the date of exam in an honors paper under unavoidable circumstance as per convenience of the students. The faculty members of respective departments set and design the question papers and hand over the soft and hard copies of question paper to the examination committee for printing. The whole process is maintained and conducted in a confidential way keeping in view the ethics of examination. The invigilation duty is assigned by the examination committee. The answer scripts are evaluated at the departmental level and the marks are sent to the University in a prescribed format when the University directs.

| File Description | Documents |
|--------------------------------------|---|
| Upload relevant supporting documents | View File |
| Link for Additional information | http://chhaygaoncollege.in/wp-content/uploads/2021/12/DocScanner-Dec-20-2021-3.31-PM.pdf |

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

| File Description | Documents |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | No File Uploaded |
| Any additional information | View File |

1.2 - Academic Flexibility**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented****1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

02

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Minutes of relevant Academic Council/ BOS meetings | No File Uploaded |
| Institutional data in prescribed format (Data Template) | View File |

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

02

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template) | View File |

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

44

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

35

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

- The college maintains and tries to implement different types of tactics and programmes to solve problems and issues related to professional ethics, gender, human values and environment.

The College teachers are provided with different teacher training programmes from time to time. Apart from that eminent scholars from different fields are invited to deliver lectures and comprehend our teachers with up to date knowledge.

Moreover, some courses are introduced to integrate and crosscutting issues related to environment and human values. Courses like Environmental Education and Environmental Studies have been introduced in B.A. and B.Com programmes Value based M.A. course in the discipline of Assamese has been running successfully for last many years.

Value added course like communicative and spoken English has already been started by the department of English since 2017.

The following activities are conducted : - a) One Day Workshop on CBCS on 21-10-2020, b) Seven Day Workshop on Women Safety, c) A special talk on PCOD on 18-12-2020, d) International Women's Day Celebration on 08-03-2021, e) An Awareness Programme on Safety and Security of Women on 29-12-2020 and f) Celebration of World Environment Day (Door to Door Plantation).

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | View File |

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

04

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Programme / Curriculum/ Syllabus of the courses | No File Uploaded |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | No File Uploaded |
| MoU's with relevant organizations for these courses, if any | No File Uploaded |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | View File |

1.3.3 - Number of students undertaking project work/field work/ internships

236

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

D. Any 1 of the above

| File Description | Documents |
|--|---------------------------|
| URL for stakeholder feedback report | View File |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | No File Uploaded |
| Any additional information(Upload) | No File Uploaded |

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

| File Description | Documents |
|-----------------------------------|--|
| Upload any additional information | View File |
| URL for feedback report | chhaygaoncollege.in/wp-content/uploads/2021/12/Final-Feedback-report-2020-21.docx |

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1663

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Institutional data in prescribed format | View File |

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

785

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Number of seats filled against seats reserved (Data Template) | View File |

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Around 2000 students are enrolled in different programmes in undergraduate and Post-Graduate levels in the institution in 2020-21 session. Apart from the regular class routine, the authority arranged remedial classes for slow learner students. The authority asked all the departments to find out the slow learners and irregular students in the classes. Thereafter, concerned departments designed lesson plans for slow learners and took classes in extra time either through offline and online mode more specifically in Covid times. Hence, the identified students are given special treatment and taken extra care for their upliftment. The authority engaged some extra teachers to conduct remedial classes smoothly without hampering the regular class routine. The slow learners were taught in small groups using different teaching learning tools and activities like projectors, group works, peer discussion, home works, assignments etc.

The advanced learners were provided with extra care and guided to appear in different competitive examinations. Sometimes experts from different fields are invited to take up classes and to deliver inspirational lectures for those advanced learners.

| File Description | Documents |
|-----------------------------------|------------------|
| Link for additional Information | Nil |
| Upload any additional information | No File Uploaded |

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

| | |
|--------------------|--------------------|
| Number of Students | Number of Teachers |
| 1663 | 35 |

| File Description | Documents |
|----------------------------|---------------------------|
| Any additional information | View File |

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

- With the needs and demands of students different student centric methods are used

and implemented in teaching-learning process. The College has made provision in structure of all programmes to give students experimental and participative learning experience. Students can join any project work, quiz, assignment, paper presentations which are conducted by different departments of the institution from time to time. Most of the departments of the institution have adopted various student centric methods and at the same time provide Experimental and Participative learning experiences such as field and social survey, educational tour, environmental field study, involvement of students for collecting data from various organizations, participation of students in various departmental seminars, conferences etc., industrial visits/ training, historical tour and so on.

Apart from that various departments of the institutions provide students task that inculcate in them problem solving skills, they receive practical and direct experience of negotiating difficult situations and are trained as capable, competent and accomplished individuals. Some problem solving methods like breaking large task into small steps, creating short goals to achieve the end, leadership training by the Students' Union, NSS unit and scouts and guide, preparation of departmental journals and magazines, making students responsible for organizing academic and cultural programmes and so on.

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Link for additional information | Nil |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Different ICT enabled tools have been using in the teaching learning process in undergraduate and Postgraduate levels. ICT tools like projector, LCD and over-head Sound box, smart board, Laptop , computer , Wifi , podium, mini sound modifier are used in different classrooms . In a large classroom of more than hundred students extra sound modifier and amplifier are used. The institution entertains central Wifi facility . The faculties and students can access to internet in a hassle free manner for academic purpose. Departments like Education and Information Technology (IT) are accustomed with electronic and electric laboratory equipments. E-resources and techniques like language software, YouTube, Video-conference, Power- Point presentation are also used to fulfill the needs and demands of the students.

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | Nil |

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

35

| File Description | Documents |
|---|---------------------------|
| Upload, number of students enrolled and full time teachers on roll. | View File |
| Circulars pertaining to assigning mentors to mentees | No File Uploaded |
| mentor/mentee ratio | View File |

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

35

| File Description | Documents |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | No File Uploaded |
| List of the faculty members authenticated by the Head of HEI | View File |

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

10

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | View File |

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

751

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

Continuous Internal Evaluation (CIE) system at Chhaygaon College is being arranged following the guidelines of Gauhati University. In an interval of every 3 months sessional examination is conducted for all the papers in semester system. Apart from that class assignment, project works, seminar papers are submitted by the students to the concerned departments. Re-sessional examination is also conducted when required. Every department organizes test examinations to select the eligible candidates to take honours in the concerned subject. The sessional examination held before the semester end examination, is carried out as per instruction received from the Gauhati University. The marks allotted to each paper in sessional examination are also fixed by Gauhati University. Minor reforms initiated by institution are as follows-

1. The Academic Committee and IQAC instruct the concerned departments to set question papers in the sessional examination with more number of objective type questions keeping in view the need of the students to prepare them to appear in the online semester - end final examination (due to Covid - 19 situation).
2. The Examination Committee asks the concerned departments to arrange Re-sessional examinations for those students who couldn't appear in the sessional Examination. Moreover, the students who failed in the sessional examination for their benefit.
3. The results and marks of the students scored in sessional examinations are kept confidentially and handed over to the Examination branch of Gauhati University in the prescribed Performa of marksheets through E - mail.

| File Description | Documents |
|---------------------------------|------------------|
| Any additional information | No File Uploaded |
| Link for additional information | Nil |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Continuous Internal Evaluation (CIE) system at Chhaygaon College is being arranged following the guidelines of Gauhati University. In an interval of every 3 months sessional examination is conducted for all the papers in semester system. Apart from that

class assignment, project works, seminar papers are submitted by the students to the concerned departments. Re-sessional examination is also conducted when required. Every department organizes test examinations to select the eligible candidates to take honours in the concerned subject. The sessional examination held before the semester end examination, is carried out as per instruction received from the Gauhati University. The marks allotted to each paper in sessional examination are also fixed by Gauhati University. Minor reforms initiated by institution are as follows-

1. The Academic Committee and IQAC instruct the concerned departments to set question papers in the sessional examination with more number of objective type questions keeping in view the need of the students to prepare them to appear in the online semester - end final examination (due to Covid - 19 situation).
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3. The results and marks of the students scored in sessional examinations are kept confidentially and handed over to the Examination branch of Gauhati University in the prescribed Performa of marksheets through E - mail.

| File Description | Documents |
|---------------------------------|------------------|
| Any additional information | No File Uploaded |
| Link for additional information | Nil |

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The institution offers programmes both in undergraduate and graduate levels . The institution offers B.A. and B.Com. programmes in different subjects viz. English, Education , History, Assamese , Hindi, Philosophy, Political Science, Economics, Mathematics, Finance, Management, E-commerce and Accountancy. Apart from these , the college avails Post-graduate programmes in Assamese under its parents University . Besides , diploma course like PGDCA is also offered for the aspirant

learners. Different P.G. courses under IDOL and KKHSOU have been being run parallelly for the greater interest of the community.

Mechanism of communication:

For all the programmes and courses of the institution follows the syllabus and guidelines of the parent University . It is not applicable in case of the programmes and courses under KKHSOU . For the programmes and courses under KKHSOU the guidelines and syllabus of KKHSOU are followed. To fulfill the needs of the students and for effective communication different strategies and mechanism are used. ICT tools, digital boards are used to reach maximum students in minimum duration of time. Traditional strategies and equipments like blackboard , seminar , tutorials are used and organized to meet the needs of each and every student. Moreover, field visit , educational tour are also conducted from time to time .

| File Description | Documents |
|--|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | http://chhaygaoncollege.in/wp-content/uploads/2022/01/DocScanner-Jan-27-2022-1.01-PM.pdf |
| Upload COs for all courses (exemplars from Glossary) | View File |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institution evaluates the attainment of programme outcomes and course outcome with the help of test exam, sessional exam and semester end exam. Moreover the students are asked to submit project work and assignment on allotted topic from their respective programmes and courses.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | http://chhaygaoncollege.in/wp-content/uploads/2022/01/DocScanner-Jan-27-2022-1.01-PM.pdf |

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

442

| File Description | Documents |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | No File Uploaded |
| Paste link for the annual report | Nil |

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

chhaygaoncollege.in/wp-content/uploads/2021/12/Final-Feedback-report-2020-21.docx

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

| File Description | Documents |
|---|------------------|
| Any additional information | No File Uploaded |
| e-copies of the grant award letters for sponsored research projects /endowments | No File Uploaded |
| List of endowments / projects with details of grants(Data Template) | No File Uploaded |

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

| File Description | Documents |
|---|------------------|
| List of research projects and funding details (Data Template) | No File Uploaded |
| Any additional information | No File Uploaded |
| Supporting document from Funding Agency | No File Uploaded |
| Paste link to funding agency website | Nil |

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

11

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | No File Uploaded |
| List of workshops/seminars during last 5 years (Data Template) | View File |

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

06

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

08

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| List books and chapters edited volumes/ books published (Data Template) | View File |

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

- Extension activities to sensitize students are being conducted by the college from time to time on regular basis. The College has adopted a village named Ratanpur and organized different events to uplift the living style of the tribal people in that village. The students get the opportunity to deal in different issues directly in the community as well as in that adopted village as members and volunteers of NSS, Scouts & guides units of the College. Moreover, street plays on issues like gender sensitization, literacy are conducted and performed by College students from time to time. Apart from that IQAC organizes Rally on different social issues to aware the community with direct involvement of the students. Cleanliness drives are also

conducted by NSS, Scouts & guides & ENS students at different times. Blood Donation Camp in collaboration with Assam Aids Control Society had been organized in College campus and other places for many times. The students donate blood in those camps and become more sensitized towards society & community.

- Sl.No.

Name of Event

Department/Unit

Date

1

Cleanliness drive in adopted village

NSS

18/03/2021

50

2

Street play

English

20/03/2021

25

3

Rally on stop consuming tobacco

IQAC

16/12/2020

37

4

Covid-19 awareness camp

NSS

29/09/2020

63

5

Door to door Vaccination awareness campaign

NSS

From 11/04/2021 to 14/04/2021

42

6

Service at vaccination centers

NSS

From June, 2021 to till date

15

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

15

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Number of awards for extension activities in last 5 year(Data Template) | No File Uploaded |
| e-copy of the award letters | View File |

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

03

| File Description | Documents |
|--|---------------------------|
| Reports of the event organized | View File |
| Any additional information | No File Uploaded |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | No File Uploaded |

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

130

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | View File |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | No File Uploaded |

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

01

| File Description | Documents |
|---|---------------------------|
| e-copies of linkage related Document | View File |
| Details of linkages with institutions/industries for internship (Data Template) | No File Uploaded |
| Any additional information | No File Uploaded |

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

00

| File Description | Documents |
|--|------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | No File Uploaded |

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution has adequate has adequate infrastructure and physical facilities for teaching-learning Viz., classrooms, laboratories, computing equipment etc. The details of augmentation regarding this during the year are listed in the following table:

Facilities

Existing

Newly added

Campus area

16 bigha, 4 Kotha, 5 Lesha

Class rooms

42

.....

Laboratories

03

Seminar hall

Nil

Class rooms with LCD facilities

03

Seminar Halls with ICT facilities

Nil

Classrooms with Wi-Fi/ LAN

Nil

Number of important equipments purchased(? 1to 0 lakhs)

Nil

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

For cultural activities the college has a full-fledged, well-equipped, sound-proof auditorium with all modern facilities to enact drama and other cultural performances. There is a playground which is used for different outdoor games including football in the college campus. Moreover, a gymnasium with all modern equipments is available for the students under the guidance of an instructor. An indoor stadium in the college campus is used by the students with a basketball court, two badminton courts and one table-tennis. Besides, a yoga platform is also available for the students.

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

03

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

03

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

687584

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | View File |

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is automated using Integrated Library management System(ILMS)

Name of ILMS software

Nature of automation

(fully or partially)

Version

Year of automation

SOUL

Partially

2.0.0.12

2015

Library Services Type

Existing

Newly Added

Total

No.

Value

No

Value

No.

Value

Text Books

17,251

21,04,292

1650

1,50,000

18,901

2,254,292

Reference Books

11,649

8,53,252



325

70,500

11,974

9,23,752

Journals

11

14,400

1

1680

12

16,080

Library automation

01

nil

nil

nil

01

nil

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for Additional Information | Nil |

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e- A. Any 4 or more of the above

books Databases Remote access toe-resources

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

2,44,580

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| Audited statements of accounts | View File |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year**

85

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Details of library usage by teachers and students | View File |

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The institution has frequently updated its IT facilities including Wi-Fi for teaching-learning Viz., classrooms, laboratories, computing equipment etc. The details of ITfacilities regarding

this during the year are listed in the following table:

Types

Total computers

Computer lab

Internet

Browsing centre

Computer center

office

Departments

Available bandwidth(MBPS/GBPS)

others

Smart class

projectors

Online UPS

Existing

70

02

LAN/Wi-Fi

01

01

09

13

10-30

05

05

13 KV

Newly added

--

--

New Connection(01)

--

--

Admission Software (01)and CC Camera(01)

--

--

--

--



--

Total

70

02

03

01

01

11

13

05

05

13 KV

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |

4.3.2 - Number of Computers

70

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | No File Uploaded |
| Student – computer ratio | View File |

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

| File Description | Documents |
|--|---------------------------|
| Upload any additional Information | No File Uploaded |
| Details of available bandwidth of internet connection in the Institution | View File |

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

687584.00

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Audited statements of accounts. | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The procedures and policies for utilizing various facilities are varying in different departments. The classrooms are divided into two categories, i.e. departmental and common. The departmental classrooms are meant for holding respective classes of the department. The common classrooms are shared by many departments as per the central class routine. These rooms are also used exclusively during the examination time. However, for outside examinations that is normally held during Sundays, the college obtains centre fees that vary great extents. It is worth mentioning that the P.G Department in Assamese has their exclusive classrooms for conducting P.G. classes. The policies for using the college library are outlined in detail in the college prospectus as well as in the college website. The computers in different departments are used by the academic staff for different purposes. The college has its own computer Laboratory which is being utilized for professional courses like PGDCA. The Lab is

supervised by the faculties of IT departments. The college canteen is monitored by a Canteen monitoring committee, which looks into the overall quality. The college earns a revenue on monthly basis by giving the Canteen on lease to private partners. The Laboratories in Education and IT departments functions under the strict control of the respective departmental Heads of the College. The Language Lab of the College is coordinated by the department of English. The Chhaygaon College has a Research and Publication Cell functions under a Committee appointed by the Principal. There is a sports Committee for maintaining the sports Infrastructural facilities like indoor Stadium, Playground and Gymnasium. The Girls hostel of the college is under the supervision of college authority. A Lady Warden is appointed in the Girls, Hostel to look after the day-to-day affairs of the Hostel. The Gymnasium is under the supervision of a Gymnasium Instructor. The day-to-day cleanliness of the class rooms, toilets and campus are assigned to Grade-IV employees as well as contractual Safai-karmis under the supervision of the office Head Assistant. A temporary electrician employed by the college for maintenance of all electrical problems and also for running the diesel generator during electrical load shedding.

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

201

| File Description | Documents |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship | View File |
| Upload any additional information | No File Uploaded |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

| File Description | Documents |
|--|------------------|
| Upload any additional information | No File Uploaded |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | No File Uploaded |

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

D. 1 of the above

| File Description | Documents |
|---|---------------------------|
| Link to institutional website | Nil |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | No File Uploaded |

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

00

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

00

| File Description | Documents |
|--|------------------|
| Any additional information | No File Uploaded |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | No File Uploaded |

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

C. Any 2 of the above

| File Description | Documents |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | No File Uploaded |
| Upload any additional information | View File |
| Details of student grievances including sexual harassment and ragging cases | No File Uploaded |

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

05

| File Description | Documents |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | No File Uploaded |
| Upload any additional information | View File |

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

42

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for student/alumni | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of student progression to higher education | View File |

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

09

| File Description | Documents |
|-------------------------------------|---------------------------|
| Upload supporting data for the same | View File |
| Any additional information | No File Uploaded |

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

00

| File Description | Documents |
|--|------------------|
| e-copies of award letters and certificates | No File Uploaded |
| Any additional information | No File Uploaded |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | No File Uploaded |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

As per affiliated university's academic calendar the College holds election to select student representative to the College Students' Union. The election is held following the guidelines and each and every bonafide student gets the chance to cast vote to elect students' President, General Secretary, Cultural Secretary, Sports Secretary, Girls' common room secretary, Boys' common room secretary, Social service secretary, Literary and Magazine secretary and Debate and symposium secretary. The body of union is elected for one academic year. But, due to lockdown the college could not hold election in 2020-21. Moreover, celebration of fresher's social, Saraswati Puja, observation of College Establishment Day and other events were cancelled for Covid-19 pandemic.

However, as members and volunteers of NSS the students got opportunity to extend service to the community extending voluntary service in Covid-19 vaccination drive.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

01

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Upload any additional information | No File Uploaded |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | No File Uploaded |

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Not registered yet; but the process has been initiated for registration. Delay is unavoidable due to Covid-19 situation.

Contribution of alumni association to the institution:

The role of ex-students has been increasing to impart higher education day by day. The Alumni association of Chhaygaon College takes pride having a good number of competent alumnus as members of the association who later have been able to get their desired end in some reputed institutions and fields. A number of alumnus of the college have been serving as teachers in different educational institutions as well as in Chhaygaon College itself. Besides several other alumnus

over the last few years have been appointed as school teachers, State and Central government employees while some others have been engaged with their self employed occupation . Some of them have created employment opportunities for others. Moreover, someothers have also been playing significant roles in different fields such as social, political, cultural, sports, economic, educational and so on.

Some of our alumni have contributed books, book selves, almiras, television set and other necessary tools to the institution. Apart

from that the fund of the association is generated by the contribution of the alumnus. The Alumnus Association has taken the mission to construct the College gate, a flag stand and Martyr's alter in the College campus.

The association also contributed to the college with some financial help from time to time.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

College policies are at par with government policies. Teachers actively work to achieve these policies. Transparency is maintained by sharing information on College website to make it easily available for the students of the College. Discipline is inculcated in teaching-learning process and students are being monitored.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

- Decentralization and participation involvement ,

accountability are the core aspects

for the quality policy of the institution. The governing body delegates all the academic and operational decisions in their policy. The Principal is the sole authority of the College. The faculty also plays a role in decision making of the College. A large number of issues are discussed in staff meeting giving scope for collective thinking and decision making interaction with parents, teachers are made sometime physically or telephonically. The HODs manage the department and regularly keep in touch with the Principal of the College. There are various committees and Cells to co-ordinate the curricular and co-curricular activities of the College. The students' body arranges and organizes different activities and competitions in the College. Librarians and NSS members are also involved in making decisions and serving the college family. Library automation is encouraged by the library and library committee.

Activities under RUSA

Almost all stakeholders right from the President of Governing Body to the President and Secretary of the Students, Union, Principal as President, NAAC Coordinator, President teachers unit, two teaching members/ One G.B. member and office Junior Assistant. They all are actively involved in the entire process of utilization of funds received from RUSA for infrastructural growth of the Institution right from preparation of estimate to payment to vendors following rules and regulations prescribed by RUSA and State Government.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- Quality improvement strategies are adopted by the Institution for the following :-

1. Curriculum Development:- Curriculum plays an important role in higher education and since our College is affiliated to Gauhati University, the College follows syllabus designed by

Gauhati University Act. Each department follows the curriculum and imparts education to best of their knowledge and makes the students well prepared for both practical and theoretical exams.

2. Teaching learning:- Following methods are adopted by the College to impart education to the students:-

1. Chalk and talk method
2. Paper presentations
3. Assignment and project work
4. Field, survey work (industrial visits)
5. Group discussion
6. Quiz
7. Creative writing
8. ICT teaching, smart board, e-resources, audio-visual aids
9. Examination/ Evaluation

Regarding the examination pattern the College follows the rules of the University. Similarly, IDOL and K.K.H.S.O.U. follows the pattern of examination of their respective universities. Internal assessments are conducted regularly. Announcement of examinations are made through the academic calendar and notices are served to the respective departments.

Research development:- Teachers are motivated to take up research works: Quite a number of teachers are NET/ SLET qualified.

No. of teachers awarded Ph.D-10

No. of teachers whose articles are published in journals paper in National / International

conferences / Seminars-11

Library physical ICT Infrastructure:- The Chhaygaon College Library is partially automated using SOUL 2.0 software developed by INFLIBNET center, Gandhinagar. It facilitates OPAC service to its users. Total 5 numbers of computers are available in the computer section of the library through which the users can access different e-resources. The library provides Wi-Fi facility to its users to enhance the teaching- learning process.

Human Resource Management:- At the beginning of the academic years contractual staffs are appointed as per the need of the departments. Faculty members are encouraged and pursue to take up different academic related matters in regard to course study,

present papers, seminars, attend workshops

Name of the faculty members attending different:-

1. Orientation course-04
2. Refresher course-01
3. Short-term- 11
4. FDP-11

Number of papers presented in seminar- 10

Departmental activity-field work- industrial visit- performance- 03

Admission of students

The Admission Committee with the guidance of Principal and Govt. Rule conducts the procedure of admission. The admission process is in offline mode.

College Library is covered under CCTV security and surveillance system which helps in the security of library resources. During the time of user orientation, the different sections of the library are shown to the users using projector and it is used in the different library workshop also. The library is providing web-based information services to its users through the library web page.

| File Description | Documents |
|--|------------------|
| Strategic Plan and deployment documents on the website | No File Uploaded |
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Parent Institute:-

The College has a governing body along with subordinate bodies as management body.

The general body approves and monitors plans and policies. It

selects President, Vice-Principal/Academic In-Charge, and Secretary of the College.

Outsiders in the Managing Committee/ Local Managing Committee

Principal and College administrative committee :- Principal is the head of the administrative and teaching learning process and also pays overall attention to the smooth functioning of the College. They also prepare budget and looks after the office and teaching quality and learning process, stakeholders/ University/ Examinations.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Link to Organogram of the Institution webpage | http://chhaygaoncollege.in/organogram-of-the-institution/ |
| Upload any additional information | No File Uploaded |

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

C. Any 2 of the above

| File Description | Documents |
|---|---------------------------|
| ERP (Enterprise Resource Planning) Document | No File Uploaded |
| Screen shots of user interfaces | No File Uploaded |
| Any additional information | View File |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | No File Uploaded |

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution has effective welfare measure for teaching and non-teaching staff. DHE has effective welfare measures in place for its teaching and non-teaching staff. The various welfare schemes are as follows:-

1. Medical allowance
2. Maturity benefit as per norms
3. Child care leave
4. All teaching members are encouraged to get enrolled in M.Phil & Ph.D programmes.
5. Anybody falling sick inside the College campus are taken to the nearby Public Health Centre (PHC)

The following facilities are also provided to employees for efficient functioning :-

1. Medical leave
2. Yoga classes
3. 24 hour power back up through electricity and generator
4. Wi-Fi facility
5. Computing facility
6. Identity card facility
7. Sports facility

There is no general welfare fund for teaching and non-teaching staff in the College. Still on any serious occasion special provision for monetary help is provided from College fund but with the assurance of returning the amount.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

00

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | No File Uploaded |

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

00

| File Description | Documents |
|--|------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | No File Uploaded |
| Reports of Academic Staff College or similar centers | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | No File Uploaded |

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

30

| File Description | Documents |
|---|---------------------------|
| IQAC report summary | No File Uploaded |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Institution performance appraisal system with Principal strictly follows UGC regulations minimum qualification for appointment of teaching and non-teaching to maintain the standard in the institution and keeps in knowledge for all the amendments made from time to time. The performance of each employee is assessed annually. The object is to identify potential aspects for improvement that will lead to the progress and growth of employees.

Teaching Staff:- The performance of each faculty member is assessed according to Annual self for the performance based appraisal system. The promotions are based on the PBAS proforma for UGC career advancement scheme that is based on the API score: The institute under likes a wide range of activities besides academics where faculty members are assigned additional duties and responsibilities. The institute awards accordingly regarding the performance. The faculty members are well informed regarding promotions in advance. PBAS proforma is checked by the HOD followed by the secretary and IQAC Coordinator. The faculty members whose promotion are due are recommended based on their API score and are require to appear before the screening cum selection committee.

Non-teaching staff:- All non-teaching staff are also assessed through ACR (Annual Confidential Report). The various parameters for staff members are assessed under different categories i.e. character and habit, departmental abilities, capacity to do hard work, discipline, reliability, relations/ cooperation with superiors, subordinate, colleagues, students and public and power

of drafting were applicable. On satisfactory performance all employees are granted promotion and financial upgradation under the ACP scheme. It also helps in evaluating the performance of the employees in motivating them and analyzing their strengths and weakness for better performance.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Yes, Institution conducts internal and external financial audits regularly. As far as internal financial audit is concerned the Auditor is appointed by the Governing Body of the institution while the Auditor is appointed by concerned department of government for external financial audit. Local Audit is appointed by the government and C.A. audit is done by the Chartered Accountant i.e. M/S Saquei

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

| File Description | Documents |
|---|------------------|
| Annual statements of accounts | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | No File Uploaded |

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Funds received from the State Government are spent on payment of salary of teaching and non-teaching staff of the College. Each and every amount received from state government and RUSA are at par with budget allocation. After the fund is sanctioned which is deployed on different heads of expenditures in accordance with approval of various statutory committees constituted by the University from time to time for efficient use of funds, grants received from government . The College follows transparency in use of funds. Funds received from RUSA are mainly earmarked for infrastructural related growth and development of the College. RUSA grants a spent after approval of building committee, sales and purchase committee, finance committee and other committees of the College. All these committees are supervised by the Secretary and President of the College. The College also mobilizes its resources from funds generated from KKHSOU, IDOL and PGDCA. Resource mobilization is also carried out by following means :-

1. Students fees
2. Research grant
3. Funding from alumni donors
4. Bank of Boroda, State Bank of India (Gumi, Chhaygaon Branch)

Optimum utilization of funds is ensured through:-

1. Adequate funds are allocated for effective teaching learning practices.
2. Budget is utilized for administrative expenses and maintenance of fixed assets.
3. Enhancement of library facilities need to augment learning practices and accordingly requisite funds are utilized every year.
4. Adequate funds are utilized for development and maintenance of infrastructure of College.

5. Some Funds are allocated for social service activities as part of social responsibilities through NSS.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

- The IQAC at Chhaygaon College was constituted on 03-01-2006 since then it has

been performing the following tasks on a regular basis.

- Improvement in quality of teaching and research by regular inputs to all concerned based on feedback of students.
- Providing inputs for best practices in administration for efficient resource utilization and better service to students and staff.
- Providing inputs for Academic and Administrative Audit and analysis of results for improvement in areas found weak.
- Students and staff give their feedback and suggestions on teaching and administrative performance through the suggestion box located in Chhaygaon College campus or through email to the Coordinator IQAC nabakalita655@gmail.com

The IQAC has immensely contributed in the implementation of quality

assurance strategies and processes at all levels. The IQAC regularly meets at a gap of 3 months. The IQAC prepares, evaluates and recommends the following for approval by the College authority:-

- AQAR
- SSR of various accreditations bodies (NAAC)
- PBAS for CAS promotion
- Stateholders feedback
- Process, performance and conformity.
- Action taken reports

7. New programmes as per National Mission and Govt. policies

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

- The IQAC continuously reviews to improve the quality of the teaching-learning process. The academic calendar is prepared well ahead time which is later circulated and followed. Admissions in various programmes including summer, winter vacations, examination schedule and declaration of results as per University rules. Students are given a brief account of the College and courses. Students are appraised of the time-table, programme structure, syllabi of the courses. Anti-Ragging committee keeps an eye for any untoward incidents. Committees are formed to take up students' feedback and appropriate measures are taken to make the teaching-learning process better. Students' feedback are also taken individually directly through IQAC. Students are also free to approach the Head of the Institution for any sort of suggestion and feedback. The feedback is properly analyzed and shared with the Principal, Academic Heads, HODs and individual faculty members. The teaching learning processes are reviewed and improvements implemented, based on the IQAC recommendations. The major initiatives taken over the last five years include the following:-

1. Home Assignment (every 6 months)
2. Automation of admission process.
3. MOU with Grameen Sahara
4. Workshop on newly introduced CBCS course by Prof. Nissar Ahmed Barua, Dept. of Economics, Gauhati University
5. Green initiative in campus
6. Tree Plantation
7. Inter- College students exchange programme.

In addition to IQAC, the College also considers recommendation of the Gauhati University, Assam Government rules and sometimes the College invites academicians and bureaucrats for the betterment of

the institution.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

| File Description | Documents |
|--|---|
| Paste web link of Annual reports of Institution | http://chhaygaoncollege.in/wp-content/uploads/2021/12/DocScanner-Dec-20-2021-3.10-PM.pdf |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Upload details of Quality assurance initiatives of the institution (Data Template) | No File Uploaded |

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Chhaygaon College has strong ethical work culture that is based on inclusivity. It maintains ethical standard in all its activities . Equal opportunities are provided to all irrespective of gender , class, creed. We have 18 women staff and 832Girl students. A friendly work culture is highly maintained. Female students take part in different co-curricular activities in College namely debating, quiz competition , allocation , writing competition and

both outdoor and indoor sports. They take part in both inside and outside the campus. Gender sensitivity is an inherent value in the cultural ethos of the institution.

Safety & Security Measures in the Campus

- Security checkpoints at all campus entries and exits. Extensive surveillance network.
- Rotational duty by all faculty members for discipline and security .
- Night patrols by night staff
- Strict implementation of anti-ragging, anti-harrasment and mobile free campus.
- Awareness campaigns through street plays.

Counselling-

- Grievance redressal cell committees for staff and students.
- Gender sensitization related works in campus and nearby areas.
- Counseling of both male & female students which incorporates medical counselling , Moral counselling , Career counselling and village counselling
- Both male and female students have separate common rooms with high facility in the College Campus. Where they take rest in between classes discuss matters, play games and also read books.

The NSS Unit organizes medical camps, awareness camps, health and hygiene awareness camp and self-defence camps.

Common Rooms-

- Both male and female students have separate common rooms with high class facilities in the college campus , where they take rest in between classes , discuss matters, play games and also read books.

| File Description | Documents |
|--|--|
| Annual gender sensitization action plan | a) To promote Women Empowerment " A Seven Day Workshop On Self-Defence for Women" has been organized by NSS Unit in collaboration with IQAC, Chhaygaon College from 5th March to 11th March 2021. b) A special talk was organized on "PCOD and other Gynaecological Diseases" by Jaydeep Pal, Senior Obstetrician and Gynaecologist, Laparoscopic Surgion on 18th December 2020. c) An Awareness Programme was organized on "Safety and Security of Women" organized by Internal Quality Assurance Cell on 29-12-2020. |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | Nil |

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

| File Description | Documents |
|--------------------------------|---------------------------|
| Geo tagged Photographs | View File |
| Any other relevant information | View File |

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste Management -

The waste is collected and segregated at designated timely intervals. The workers collect garbage from each floor and segregate the waste. They are then taken to the dumping yard provided by the college. The College has contacted authorized

vendor who collects the waste from the designated place segregates them and disposes them at the landfills authorized by the government.

E-waste management-

The e-waste generated from hardware which cannot be reused or recycled is being disposed through authorized vendors.

| File Description | Documents |
|---|------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | Nil |
| Any other relevant information | No File Uploaded |

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

| File Description | Documents |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | View File |

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

| File Description | Documents |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | View File |
| Any other relevant documents | View File |

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

| File Description | Documents |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded |
| Certification by the auditing agency | No File Uploaded |
| Certificates of the awards received | No File Uploaded |
| Any other relevant information | View File |

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

| File Description | Documents |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Policy documents and information brochures on the support to be provided | View File |
| Details of the Software procured for providing the assistance | No File Uploaded |
| Any other relevant information | View File |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, religion, linguistic, communal, socio-economic and other diversion . Different sports and cultural activities promote harmony and good relations with one another. Days like Yoga day, Women's Day, AIDS Day and cultural procession on college week are organised and observed in the College. These activities cultivated positive attitude among different social and cultural background . The grievance Redressal Cell of the College gives a special hearing to the problems of students and tries to solve these problems without considering anyone's cultural or social background . Institution has ethics for teachers , students and staff which they abide by irrespective of diversities . Health camps and talks by health workers are arrange , which is open to all irrespected of caste, creed, colour, race or background . During examinations any student who feels sick or unwell and not capable for sitting in the examination halls is provided with the facility of sick room where they are taken care of while writing their exams.

Additional page on extention- extra curricular activities

1. NSS activities
2. Scout & guide activities
3. NRC duties
4. Covid 19 duties
5. Election duties
6. Gunotsav duties
7. Environmental field trip , Industrial and historical study tour
8. Service to the community

9. Red Ribbon Club etc.

Personal

1. Sharmila Roy Das

Voice over artist in Doordarshan Kendra Ghy

Subject expert (V.C.Nominee)

1. M.K. Goswami

Performed and directed two drama (2018, 2019)

Composed 3 one act play

Appeared in video version of 3 assamese songs

1. Lakhyadhar Sarma

Songs in Prag News

NSS programme officer

Coordinator International Webniar (Blog)

Research person

Guest & Special guest

1. Jogen Boro

Scout & guide officer

1. Dilip Kumar Goswami

Nodal teacher, Environmental studies & education

| File Description | Documents |
|--|------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

- Our vision is to facilitate journey of students from information to knowledge and from knowledge to wisdom . Students, in this case receive all round understanding of environment and constitutional obligation . As the college situated in the rural area they face challenges regarding lack of public health, malnutrition , water, sanitation , educational and vocational opportunities . Our college has adopted village(Ratanpur) which is 3 km away from College and through NSS Unit our college organizes a number of academic and non-academic activities . Election in College is held every year. It helps the students to become perfect citizen of the country. The teachers' unit also extends services like Yoga , spiritual talk , book fair to enlighten them and give them a high form of life. During College week different competition are held and students are made competent by participating in various competitions. Hosting flag, Human Rights Day, College election, educational tour , not to spoil the environment day (Environment Day 5th June) celebrate Birthdays of great personalities or heroes of the Nation, Women days , Floral tribute to the Martyr's at the Swahid Bedi.

| File Description | Documents |
|--|---------------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | View File |
| Any other relevant information | No File Uploaded |

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

E. None of the above

| File Description | Documents |
|--|------------------|
| Code of ethics policy document | No File Uploaded |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Describe the efforts of the Institution in celebrating / organizing national and international commemorative days, events and festivals DURING THE YEAR within 500 words:-

- Chhaygaon College is committed to promote ethics and values amongst students and

faculty. The College organizes National festivals as well as Anniversaries for the great Indian Personalities. College celebrate the following days:-

- Teachers Day (5th September)
- As birthday of great teacher Dr. Sarvapalli Radhakrishanna
- College Foundation Day (6th September)
- International Women's Day (8th March)
- International Yoga Day (21st June)
- Independence Day (15th August)
- Republic Day (26th January)
- World Environmental Day (5th June)
- NSS Day (24th September)
- Birthday of Mahatma Gandhi (2nd October)
- Human Rights Day (10th December)

| File Description | Documents |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

- The College has adopted two important practices which may be specially mentioned:-
1. The first practice is COVID-19 VACCINATION DRIVE. The College NSS Unit started vaccination drive on 9th of June, 2021. The Government of Assam has officially deputed 15 NSS volunteers of the college on Covid Service duty in different vaccination camps under the guidance and supervision of the College NSS Unit Programme Officer. The volunteers actively participated more than 100 vaccination centre's and motivated the elderly citizens to vaccinate by door to door awareness campaign. Due to the commendable service of the College NSS Unit the Govt. of Assam has officially felicitate the Unit on 15th August, 2021.
 2. Adoption of ST village, Ratanpur for socio-economic and cultural upliftment- an program of work in the village vicinity by NSS (National Service Scheme) of Chhaygaon College.

In the first practice besides taking classes the teachers extends special service to the learners to enable the students to improve academically . Students are divided into groups and works are assigned to them and teachers of the respective departments to keep track on them. With these cooperative effort and disciplined way of studies , students are more result-oriented . The second practice is adoption of Ratanpur village by Chhaygaon College . The main purpose behind this adoption is because it is near the College and most of the residents belong to ST community . It is a backward and underdeveloped village in greater Chhaygaon area . The NSS unit has been very actively involved in the development and progress in Ratanpur village. A concrete bridge was

constructed with Hume Pipes , as the infrastructure is very low with poor condition of roads. Roads were also being cleaned and repaired by NSS unit which continues from time to time . The College focuses on enhancing their dignity and quality of life.

Human values and professional ethics

| File Description | Documents |
|--|---------------------------|
| Best practices in the Institutional web site | No File Uploaded |
| Any other relevant information | View File |

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

With a view to become one in many in the academic field, in south Kamrup, the College not only imparts formal education to its students but also tries its best to motivate young learners to dream of a beautiful life based on moral and spiritual values. The College encourages to dream better ideas, give shape to future and imbibe a feeling of confidence in human capability. The mission of the College stresses to prepare students academically , physically and mentally fit for entering any walk of life. The College constantly keeps working by extending community based programme , outreach programmes in different rural school & villages. The NSS group also forward its service in different activities . The College also adopted a village named Ratanpur and works for enhancement of their , dignity and quality of life . The College Teachers Unit cell organizes extension programmes for the welfare and benefits of the students to motivate them for a better life.

The student feedback is taken to obtain feedback on various institutional qualitative aspects viz; Teachers, departmental infrastructure , curriculum , campus infrastructure, office , library and hostels.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The curricular planning and documentation fall under the purview of the affiliated University i.e., Gauhati University. The subjective aspects in the various departments are delivered through planned mechanism with the aid of various tools and processes. In preparation of the class routine the academic calendar of Gauhati University is followed. The class routine is prepared before the beginning of every academic session by a routine committee, which is entrusted with the task of allocation of appropriate classrooms for various subjects according to the students' strength. Every department is required to maintain a lesson plan cum record of classes. Attendance register is maintained for each and every class which is an authentic record of taking classes by the faculty members. Class register of students also help to assess the regularity and punctuality of students' attendance. Every teacher maintains the syllabus register up-to-date. Every department maintains departmental proceedings guided and monitored by the H.O.D.s. This proceeding book keeps record of all the academic activities apart from the physical classes. Principal calls meeting of H.O.D.s at the beginning of every academic session to plan the academic activities. Similar meeting is held at the end of every month to discuss about the Progress, required changes and to assess the achievement. This meeting is also held before the start of semester and sessional examinations to assess the progress of the syllabus. Apart from the class room teaching students seminars, field works, departmental excursion, institutional exchange programme with other Colleges, institutional visits are conducted and organized from time to time. Besides the sessional examination, internal assessment of the students is done on the basis of different parameters like class attendance, home assignments, students' seminars etc. At the end of the session an academic audit is done by experienced faculty members inside and outside the Institution.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | View File |
| Link for Additional information | http://chhaygaoncollege.in/wp-content/uploads/2022/01/CLASS-ROUTINE-2020-21-ONLINE-OFFLINE-1.pdf |

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

- Continuous Internal Evaluation system is monitored and moderated by a central evaluation committee following the guidelines of Gauhati University. For various courses different evaluation systems are used. For degree courses internal examination is conducted once in a semester. Class tests are conducted on monthly basis. The evaluated answer scripts are preserved in a systematic way under the guidance of the central examination committee and by the respective departments. Apart from the normal examination Schedule students seminars are organized by the respective departments. Home assignments, practical for skill development courses are also assigned to the students. It is ensured that the sessional examinations are carried on smoothly and in a hassle free manner. The Principal appoints experienced teachers in the examination committee to conduct and monitor all types of examination in a semester. The committee is responsible for preparing subject wise examination routine for various departments for sessional examination. The respective departments may enjoy freedom in terms of changing the date of exam in an honors paper under unavoidable circumstance as per convenience of the students. The faculty members of respective departments set and design the question papers and hand over the soft and hard copies of question paper to the examination committee for printing. The whole process is maintained and conducted in a confidential way keeping in view the ethics of examination. The invigilation duty is assigned by the examination committee. The answer scripts are evaluated at the departmental level and the marks are sent to the University in a prescribed format when the University directs.

| File Description | Documents |
|--------------------------------------|---|
| Upload relevant supporting documents | View File |
| Link for Additional information | http://chhaygaoncollege.in/wp-content/uploads/2021/12/DocScanner-Dec-20-2021-3.31-PM.pdf |

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

| File Description | Documents |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | No File Uploaded |
| Any additional information | View File |

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

02

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Minutes of relevant Academic Council/ BOS meetings | No File Uploaded |
| Institutional data in prescribed format (Data Template) | View File |

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

02

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template) | View File |

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

44

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

35

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

- The college maintains and tries to implement different types of tactics and programmes to solve problems and issues related to professional ethics, gender, human values and environment.

The College teachers are provided with different teacher training programmes from time to time. Apart from that eminent scholars from different fields are invited to deliver lectures and comprehend our teachers with up to date knowledge.

Moreover, some courses are introduced to integrate and crosscutting issues related to environment and human values. Courses like Environmental Education and Environmental Studies have been introduced in B.A. and B.Com programmes Value based M.A. course in the discipline of Assamese has been running successfully for last many years.

Value added course like communicative and spoken English has already been started by the department of English since 2017.

The following activities are conducted : - a) One Day Workshop on CBCS on 21-10-2020, b) Seven Day Workshop on Women Safety, c) A special talk on PCOD on 18-12-2020, d) International Women's Day Celebration on 08-03-2021, e) An Awareness Programme on Safety and Security of Women on 29-12-2020 and f) Celebration of World Environment Day (Door to Door Plantation).

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | View File |

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

04

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Programme / Curriculum/ Syllabus of the courses | No File Uploaded |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | No File Uploaded |
| MoU's with relevant organizations for these courses, if any | No File Uploaded |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | View File |

1.3.3 - Number of students undertaking project work/field work/ internships

236

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

1.4 - Feedback System

| | |
|---|------------------------------|
| 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni | D. Any 1 of the above |
| | |

| File Description | Documents |
|--|---------------------------|
| URL for stakeholder feedback report | View File |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | No File Uploaded |
| Any additional information(Upload) | No File Uploaded |

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

| File Description | Documents |
|-----------------------------------|--|
| Upload any additional information | View File |
| URL for feedback report | chhaygaoncollege.in/wp-content/uploads/2021/12/Final-Feedback-report-2020-21.docx |

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1663

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Institutional data in prescribed format | View File |

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

785

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Number of seats filled against seats reserved (Data Template) | View File |

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Around 2000 students are enrolled in different programmes in undergraduate and Post-Graduate levels in the institution in 2020-21 session. Apart from the regular class routine, the authority arranged remedial classes for slow learner students. The authority asked all the departments to find out the slow learners and irregular students in the classes. Thereafter, concerned departments designed lesson plans for slow learners and took classes in extra time either through offline and online mode more specifically in Covid times. Hence, the identified students are given special treatment and taken extra care for their upliftment. The authority engaged some extra teachers to conduct remedial classes smoothly without hampering the regular class routine. The slow learners were taught in small groups using different teaching learning tools and activities like projectors, group works, peer discussion, home works, assignments etc.

The advanced learners were provided with extra care and guided to appear in different competitive examinations. Sometimes experts from different fields are invited to take up classes and to deliver inspirational lectures for those advanced learners.

| File Description | Documents |
|-----------------------------------|------------------|
| Link for additional Information | Nil |
| Upload any additional information | No File Uploaded |

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 1663 | 35 |

| File Description | Documents |
|----------------------------|---------------------------|
| Any additional information | View File |

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

- With the needs and demands of students different student centric methods are used

and implemented in teaching-learning process. The College has made provision in structure of all programmes to give students experimental and participative learning experience. Students can join any project work, quiz, assignment, paper presentations which are conducted by different departments of the institution from time to time. Most of the departments of the institution have adopted various student centric methods and at the same time provide Experimental and Participative learning experiences such as field and social survey, educational tour, environmental field study, involvement of students for collecting data from various organizations, participation of students in various departmental seminars, conferences etc., industrial visits/ training, historical tour and so on.

Apart from that various departments of the institutions provide students task that inculcate in them problem solving skills, they receive practical and direct experience of negotiating difficult situations and are trained as capable, competent and accomplished individuals. Some problem solving methods like breaking large task into small steps, creating short goals to achieve the end, leadership training by the Students' Union, NSS unit and scouts and guide, preparation of departmental journals and magazines, making students responsible for organizing academic and cultural programmes and so on.

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Link for additional information | Nil |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Different ICT enabled tools have been using in the teaching learning process in undergraduate and Postgraduate levels. ICT tools like projector, LCD and over-head Sound box, smart board, Laptop , computer , Wifi , podium, mini sound modifier are used in different classrooms . In a large classroom of more than hundred students extra sound modifier and amplifier are used. The institution entertains central Wifi facility . The faculties and students can access to internet in a hassle free manner for academic purpose. Departments like Education and Information Technology (IT) are accustomed with electronic and electric laboratory equipments. E-resources and techniques like language software, YouTube, Video-conference, Power- Point presentation are also used to fulfill the needs and demands of the students.

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | Nil |

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

35

| File Description | Documents |
|---|---------------------------|
| Upload, number of students enrolled and full time teachers on roll. | View File |
| Circulars pertaining to assigning mentors to mentees | No File Uploaded |
| mentor/mentee ratio | View File |

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

35

| File Description | Documents |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | No File Uploaded |
| List of the faculty members authenticated by the Head of HEI | View File |

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

10

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | View File |

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

751

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Continuous Internal Evaluation (CIE) system at Chhaygaon College is being arranged following the guidelines of Gauhati University. In an interval of every 3 months sessional examination is conducted for all the papers in semester system. Apart from that class assignment, project works, seminar papers are submitted by the students to the concerned departments. Re-sessional examination is also conducted when required. Every department organizes test examinations to select the eligible candidates to take honours in the concerned subject. The sessional examination held before the semester end examination, is carried out as per instruction received from the Gauhati University. The marks allotted to each paper in sessional examination are also fixed by Gauhati University. Minor reforms initiated by institution are as follows-

1. The Academic Committee and IQAC instruct the concerned departments to set question papers in the sessional examination with more number of objective type questions keeping in view the need of the students to prepare them to appear in the online semester - end final examination (due to Covid - 19 situation).
2. The Examination Committee asks the concerned departments to arrange Re-sessional examinations for those students who couldn't appear in the sessional Examination. Moreover, the students who failed in the sessional examination for their benefit.
3. The results and marks of the students scored in sessional examinations are kept confidentially and handed over to the Examination branch of Gauhati University in the prescribed Performa of marksheets through E - mail.

| File Description | Documents |
|---------------------------------|------------------|
| Any additional information | No File Uploaded |
| Link for additional information | Nil |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

Continuous Internal Evaluation (CIE) system at Chhaygaon College is being arranged following the guidelines of Gauhati University. In an interval of every 3 months sessional examination is conducted for all the papers in semester system. Apart from that class assignment, project works, seminar papers are submitted by the students to the concerned departments. Re-

sessional examination is also conducted when required. Every department organizes test examinations to select the eligible candidates to take honours in the concerned subject. The sessional examination held before the semester end examination, is carried out as per instruction received from the Gauhati University. The marks allotted to each paper in sessional examination are also fixed by Gauhati University. Minor reforms initiated by institution are as follows-

1. The Academic Committee and IQAC instruct the concerned departments to set question papers in the sessional examination with more number of objective type questions keeping in view the need of the students to prepare them to appear in the online semester - end final examination (due to Covid - 19 situation).
2. The Examination Committee asks the concerned departments to arrange Re-sessional examinations for those students who couldn't appear in the sessional Examination. Moreover, the students who failed in the sessional examination for their benefit.
3. The results and marks of the students scored in sessional examinations are kept confidentially and handed over to the Examination branch of Gauhati University in the prescribed Performa of marksheets through E - mail.

| File Description | Documents |
|---------------------------------|------------------|
| Any additional information | No File Uploaded |
| Link for additional information | Nil |

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The institution offers programmes both in undergraduate and graduate levels . The institution offers B.A. and B.Com. programmes in different subjects viz. English, Education , History, Assamese , Hindi, Philosophy, Political Science, Economics, Mathematics, Finance, Management, E-commerce and Accountancy. Apart from these , the college avails Post-graduate programmes in Assamese under its parents University . Besides , diploma course like PGDCA is also offered for the aspirant learners.Different P.G. courses under IDOL and KKHSOU have been being run parallely for the greater interest of the

community.

Mechanism of communication:

For all the programmes and courses of the institution follows the syllabus and guidelines of the parent University . It is not applicable in case of the programmes and courses under KKHSOU . For the programmes and courses under KKHSOU the guidelines and syllabus of KKHSOU are followed. To fulfill the needs of the students and for effective communication different strategies and mechanism are used. ICT tools, digital boards are used to reach maximum students in minimum duration of time. Traditional strategies and equipments like blackboard , seminar , tutorials are used and organized to meet the needs of each and every student. Moreover, field visit , educational tour are also conducted from time to time .

| File Description | Documents |
|--|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | http://chhaygaoncollege.in/wp-content/uploads/2022/01/DocScanner-Jan-27-2022-1.01-PM.pdf |
| Upload COs for all courses (exemplars from Glossary) | View File |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institution evaluates the attainment of programme outcomes and course outcome with the help of test exam, sessional exam and semester end exam. Moreover the students are asked to submit project work and assignment on allotted topic from their respective programmes and courses.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | http://chhaygaoncollege.in/wp-content/uploads/2022/01/DocScanner-Jan-27-2022-1.01-PM.pdf |

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

442

| File Description | Documents |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | No File Uploaded |
| Paste link for the annual report | Nil |

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

chhaygaoncollege.in/wp-content/uploads/2021/12/Final-Feedback-report-2020-21.docx

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

| File Description | Documents |
|---|------------------|
| Any additional information | No File Uploaded |
| e-copies of the grant award letters for sponsored research projects /endowments | No File Uploaded |
| List of endowments / projects with details of grants(Data Template) | No File Uploaded |

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

| File Description | Documents |
|---|------------------|
| List of research projects and funding details (Data Template) | No File Uploaded |
| Any additional information | No File Uploaded |
| Supporting document from Funding Agency | No File Uploaded |
| Paste link to funding agency website | Nil |

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

11

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | No File Uploaded |
| List of workshops/seminars during last 5 years (Data Template) | View File |

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

06

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

08

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| List books and chapters edited volumes/ books published (Data Template) | View File |

3.3 - Extension Activities**3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year**

- Extension activities to sensitize students are being conducted by the college from time to time on regular basis. The College has adopted a village named Ratanpur and organized different events to uplift the living style of the tribal people in that village. The students get the opportunity to deal in different issues directly in the community as well as in that adopted village as members and volunteers of NSS, Scouts & guides units of the College. Moreover, street plays on issues like gender sensitization, literacy are conducted and performed by College students from time to time. Apart from that IQAC

organizes Rally on different social issues to aware the community with direct involvement of the students. Cleanliness drives are also conducted by NSS, Scouts & guides & ENS students at different times. Blood Donation Camp in collaboration with Assam Aids Control Society had been organized in College campus and other places for many times. The students donate blood in those camps and become more sensitized towards society & community.

- Sl.No.

Name of Event

Department/Unit

Date

1

Cleanliness drive in adopted village

NSS

18/03/2021

50

2

Street play

English

20/03/2021

25

3

Rally on stop consuming tobacco

IQAC

16/12/2020

37

4

Covid-19 awareness camp

NSS

29/09/2020

63

5

Door to door Vaccination awareness campaign

NSS

From 11/04/2021 to 14/04/2021

42

6

Service at vaccination centers

NSS

From June, 2021 to till date

15

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

15

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Number of awards for extension activities in last 5 year(Data Template) | No File Uploaded |
| e-copy of the award letters | View File |

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

03

| File Description | Documents |
|--|---------------------------|
| Reports of the event organized | View File |
| Any additional information | No File Uploaded |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | No File Uploaded |

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

130

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | View File |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | No File Uploaded |

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

01

| File Description | Documents |
|---|---------------------------|
| e-copies of linkage related Document | View File |
| Details of linkages with institutions/industries for internship (Data Template) | No File Uploaded |
| Any additional information | No File Uploaded |

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

00

| File Description | Documents |
|--|------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | No File Uploaded |

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution has adequate has adequate infrastructure and physical facilities for teaching-learning Viz., classrooms, laboratories, computing equipment etc. The details of augmentation regarding this during the year are listed in the following table:

Facilities

Existing

Newly added

Campus area

16 bigha, 4 Kotha, 5 Lesha

Class rooms

42

.....•

Laboratories

03

Seminar hall

Nil

Class rooms with LCD facilities

03

Seminar Halls with ICT facilities

Nil

Classrooms with Wi-Fi/ LAN

Nil

Number of important equipments purchased(? 1to 0 lakhs)

Nil

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

For cultural activities the college has a full-fledged, well-equipped, sound-proof auditorium with all modern facilities to enact drama and other cultural performances. There is a playground which is used for different outdoor games including football in the college campus. Moreover, a gymnasium with all modern equipments is available for the students under the guidance of an instructor. An indoor stadium in the college campus is used by the students with a basketball court, two badminton courts and one table-tennis. Besides, a yoga platform is also available for the students.

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart

class, LMS, etc.

03

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

03

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

687584

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | View File |

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is automated using Integrated Library management System(ILMS)

Name of ILMS software

Nature of automation

(fully or partially)

Version

Year of automation

SOUL

Partially

2.0.0.12

2015

Library Services Type

Existing

Newly Added

Total

No.

Value

No

Value

No.

Value

Text Books

17,251

21,04,292

1650

1,50,000

18,901



2,254,292

Reference Books

11,649

8,53,252

325

70,500

11,974

9,23,752

Journals

11

14,400

1

1680

12

16,080

Library automation

01

nil

nil

nil

01

nil

| File Description | Documents |
|--|--------------------------------------|
| Upload any additional information | No File Uploaded |
| Paste link for Additional Information | Nil |
| 4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources | A. Any 4 or more of the above |
| File Description | Documents |
| Upload any additional information | No File Uploaded |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |
| 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs) | |
| 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs) | |
| 2,44,580 | |
| File Description | Documents |
| Any additional information | No File Uploaded |
| Audited statements of accounts | View File |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |
| 4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year) | |
| 4.2.4.1 - Number of teachers and students using library per day over last one year | |
| 85 | |

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Details of library usage by teachers and students | View File |

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution has frequently updated its IT facilities including Wi-Fi for teaching-learning Viz., classrooms, laboratories, computing equipment etc. The details of IT facilities regarding this during the year are listed in the following table:

Types

Total computers

Computer lab

Internet

Browsing centre

Computer center

office

Departments

Available bandwidth(MBPS/GBPS)

others

Smart class

projectors

Online UPS

Existing

70

02

LAN/Wi-Fi

01

01

09

13

10-30

05

05

13 KV

Newly added

--

--

New Connection(01)

--

--

Admission Software (01)and CC Camera(01)



--
 --
 --
 --
 --
 --
Total
 70
 02
 03
 01
 01
 11
 13
 05
 05
 13 KV



| File Description | Documents |
|---------------------------------------|-------------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |

4.3.2 - Number of Computers

70

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | No File Uploaded |
| Student – computer ratio | View File |

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

| File Description | Documents |
|--|---------------------------|
| Upload any additional Information | No File Uploaded |
| Details of available bandwidth of internet connection in the Institution | View File |

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

687584.00

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Audited statements of accounts. | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The procedures and policies for utilizing various facilities are varying in different departments. The classrooms are divided into two categories, i.e. departmental and common. The

departmental classrooms are meant for holding respective classes of the department. The common classrooms are shared by many departments as per the central class routine. These rooms are also used exclusively during the examination time. However, for outside examinations that is normally held during Sundays, the college obtains centre fees that vary great extents. It is worth mentioning that the P.G Department in Assamese has their exclusive classrooms for conducting P.G. classes. The policies for using the college library are outlined in detail in the college prospectus as well as in the college website. The computers in different departments are used by the academic staff for different purposes. The college has its own computer Laboratory which is being utilized for professional courses like PGDCA. The Lab is supervised by the faculties of IT departments. The college canteen is monitored by a Canteen monitoring committee, which looks into the overall quality. The college earns a revenue on monthly basis by giving the Canteen on lease to private partners. The Laboratories in Education and IT departments functions under the strict control of the respective departmental Heads of the College. The Language Lab of the College is coordinated by the department of English. The Chhaygaon College has a Research and Publication Cell functions under a Committee appointed by the Principal. There is a sports Committee for maintaining the sports Infrastructural facilities like indoor Stadium, Playground and Gymnasium. The Girls hostel of the college is under the supervision of college authority. A Lady Warden is appointed in the Girls, Hostel to look after the day-to-day affairs of the Hostel. The Gymnasium is under the supervision of a Gymnasium Instructor. The day-to-day cleanliness of the class rooms, toilets and campus are assigned to Grade-IV employees as well as contractual Safai-karmis under the supervision of the office Head Assistant. A temporary electrician employed by the college for maintenance of all electrical problems and also for running the diesel generator during electrical load shedding.

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year
5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

201

| File Description | Documents |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship | View File |
| Upload any additional information | No File Uploaded |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

| File Description | Documents |
|--|------------------|
| Upload any additional information | No File Uploaded |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | No File Uploaded |

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

D. 1 of the above

| File Description | Documents |
|---|---------------------------|
| Link to institutional website | Nil |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | No File Uploaded |

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

00

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

00

| File Description | Documents |
|--|------------------|
| Any additional information | No File Uploaded |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | No File Uploaded |

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

C. Any 2 of the above

| File Description | Documents |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | No File Uploaded |
| Upload any additional information | View File |
| Details of student grievances including sexual harassment and ragging cases | No File Uploaded |

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

05

| File Description | Documents |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | No File Uploaded |
| Upload any additional information | View File |

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

42

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for student/alumni | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of student progression to higher education | View File |

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

09

| File Description | Documents |
|-------------------------------------|---------------------------|
| Upload supporting data for the same | View File |
| Any additional information | No File Uploaded |

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

00

| File Description | Documents |
|--|------------------|
| e-copies of award letters and certificates | No File Uploaded |
| Any additional information | No File Uploaded |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | No File Uploaded |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

As per affiliated university's academic calendar the College holds election to select student representative to the College Students' Union. The election is held following the guidelines and each and every bonafide student gets the chance to cast vote to elect students' President, General Secretary, Cultural Secretary, Sports Secretary, Girls' common room secretary, Boys' common room secretary, Social service secretary, Literary and Magazine secretary and Debate and symposium secretary. The body of union is elected for one academic year. But, due to lockdown the college could not hold election in 2020-21.

Moreover, celebration of fresher's social, Saraswati Puja, observation of College Establishment Day and other events were cancelled for Covid-19 pandemic.

However, as members and volunteers of NSS the students got opportunity to extend service to the community extending voluntary service in Covid-19 vaccination drive.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

01

| File Description | Documents |
|---|---------------------------|
| Report of the event | View File |
| Upload any additional information | No File Uploaded |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template) | No File Uploaded |

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Not registered yet; but the process has been initiated for registration. Delay is unavoidable due to Covid-19 situation.

Contribution of alumni association to the institution:

The role of ex-students has been increasing to impart higher education day by day. The Alumni association of Chhaygaon

College takes pride having a good number of competent alumnus as members of the association who later have been able to get their desired end in some reputed institutions and fields. A number of alumnus of the college have been serving as teachers in different educational institutions as well as in Chhaygaon College itself. Besides several other alumnus

over the last few years have been appointed as school teachers, State and Central government employees while some others have been engaged with their self employed occupation . Some of them have created employment opportunities for others. Moreover, someothers have also been playing significant roles in different fields such as social, political, cultural, sports, economic, educational and so on.

Some of our alumni have contributed books, book selves, almiras, television set and other necessary tools to the institution. Apart from that the fund of the association is generated by the contribution of the alumnus. The Alumnus Association has taken the mission to construct the College gate, a flag stand and Martyr's alter in the College campus.

The association also contributed to the college with some financial help from time to time.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

College policies are at par with government policies. Teachers

actively work to achieve these policies. Transparency is maintained by sharing information on College website to make it easily available for the students of the College. Discipline is inculcated in teaching-learning process and students are being monitored.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

- Decentralization and participation involvement , accountability are the core aspects

for the quality policy of the institution. The governing body delegates all the academic and operational decisions in their policy. The Principal is the sole authority of the College. The faculty also plays a role in decision making of the College. A large number of issues are discussed in staff meeting giving scope for collective thinking and decision making interaction with parents, teachers are made sometime physically or telephonically. The HODs manage the department and regularly keep in touch with the Principal of the College. There are various committees and Cells to co-ordinate the curricular and co-curricular activities of the College. The students' body arranges and organizes different activities and competitions in the College. Librarians and NSS members are also involved in making decisions and serving the college family. Library automation is encouraged by the library and library committee.

Activities under RUSA

Almost all stakeholders right from the President of Governing Body to the President and Secretary of the Students, Union, Principal as President, NAAC Coordinator, President teachers unit, two teaching members/ One G.B. member and office Junior Assistant. They all are actively involved in the entire process of utilization of funds received from RUSA for infrastructural growth of the Institution right from preparation of estimate to payment to vendors following rules and regulations prescribed by RUSA and State Government.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- Quality improvement strategies are adopted by the Institution for the following :-

- Curriculum Development:- Curriculum plays an important role in higher education and since our College is affiliated to Gauhati University, the College follows syllabus designed by Gauhati University Act. Each department follows the curriculum and imparts education to best of their knowledge and makes the students well prepared for both practical and theoretical exams.
- Teaching learning:- Following methods are adopted by the College to impart education to the students:-
 - Chalk and talk method
 - Paper presentations
 - Assignment and project work
 - Field, survey work (industrial visits)
 - Group discussion
 - Quiz
 - Creative writing
 - ICT teaching, smart board, e-resources, audio-visual aids
 - Examination/ Evaluation

Regarding the examination pattern the College follows the rules of the University. Similarly, IDOL and K.K.H.S.O.U. follows the pattern of examination of their respective universities. Internal assessments are conducted regularly. Announcement of examinations are made through the academic calendar and notices are served to the respective departments.

Research development:- Teachers are motivated to take up research works: Quite a number of teachers are NET/ SLET qualified.

No. of teachers awarded Ph.D-10

No. of teachers whose articles are published in journals paper in National / International

conferences / Seminars-11

Library physical ICT Infrastructure:- The Chhaygaon College Library is partially automated using SOUL 2.0 software developed by INFLIBNET center, Gandhinagar. It facilitates OPAC service to its users. Total 5 numbers of computers are available in the computer section of the library through which the users can access different e-resources. The library provides Wi-Fi facility to its users to enhance the teaching-learning process.

Human Resource Management:- At the beginning of the academic years contractual staffs are appointed as per the need of the departments. Faculty members are encouraged and pursue to take up different academic related matters in regard to course study, present papers, seminars, attend workshops

Name of the faculty members attending different:-

1. Orientation course-04
2. Refresher course-01
3. Short-term- 11
4. FDP-11

Number of papers presented in seminar- 10

Departmental activity-field work- industrial visit-performance- 03

Admission of students

The Admission Committee with the guidance of Principal and Govt. Rule conducts the procedure of admission. The admission process is in offline mode.

College Library is covered under CCTV security and surveillance system which helps in the security of library resources. During the time of user orientation, the different sections of the library are shown to the users using projector and it is used in the different library workshop also. The library is providing web-based information services to its users through the library web page.

| File Description | Documents |
|--|------------------|
| Strategic Plan and deployment documents on the website | No File Uploaded |
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Parent Institute:-

The College has a governing body along with subordinate bodies as management body.

The general body approves and monitors plans and policies. It selects President, Vice-Principal/Academic In-Charge, and Secretary of the College.

Outsiders in the Managing Committee/ Local Managing Committee

Principal and College administrative committee :- Principal is the head of the administrative and teaching learning process and also pays overall attention to the smooth functioning of the College. They also prepare budget and looks after the office and teaching quality and learning process, stakeholders/ University/ Examinations.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Link to Organogram of the Institution webpage | http://chhaygaoncollege.in/organogram-of-the-institution/ |
| Upload any additional information | No File Uploaded |

6.2.3 - Implementation of e-governance in areas of operation Administration Finance

C. Any 2 of the above

and Accounts Student Admission and Support Examination

| File Description | Documents |
|---|---------------------------|
| ERP (Enterprise Resource Planning) Document | No File Uploaded |
| Screen shots of user interfaces | No File Uploaded |
| Any additional information | View File |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | No File Uploaded |

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

The institution has effective welfare measure for teaching and non-teaching staff. DHE has effective welfare measures in place for its teaching and non-teaching staff. The various welfare schemes are as follows:-

1. Medical allowance
2. Maturity benefit as per norms
3. Child care leave
4. All teaching members are encouraged to get enrolled in M.Phil & Ph.D programmes.
5. Anybody falling sick inside the College campus are taken to the nearby Public Health Centre (PHC)

The following facilities are also provided to employees for efficient functioning :-

1. Medical leave
2. Yoga classes
3. 24 hour power back up through electricity and generator
4. Wi-Fi facility
5. Computing facility
6. Identity card facility
7. Sports facility

There is no general welfare fund for teaching and non-teaching staff in the College. Still on any serious occasion special provision for monetary help is provided from College fund but with the assurance of returning the amount.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

00

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | No File Uploaded |

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

00

| File Description | Documents |
|--|------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | No File Uploaded |
| Reports of Academic Staff College or similar centers | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | No File Uploaded |

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

30

| File Description | Documents |
|---|---------------------------|
| IQAC report summary | No File Uploaded |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Institution performance appraisal system with Principal strictly follows UGC regulations minimum qualification for appointment of teaching and non-teaching to maintain the

standard in the institution and keeps in knowledge for all the amendments made from time to time. The performance of each employee is assessed annually. The object is to identify potential aspects for improvement that will lead to the progress and growth of employees.

Teaching Staff:- The performance of each faculty member is assessed according to Annual self for the performance based appraisal system. The promotions are based on the PBAS proforma for UGC career advancement scheme that is based on the API score: The institute under likes a wide range of activities besides academics where faculty members are assigned additional duties and responsibilities. The institute awards accordingly regarding the performance. The faculty members are well informed regarding promotions in advance. PBAS proforma is checked by the HOD followed by the secretary and IQAC Coordinator. The faculty members whose promotion are due are recommended based on their API score and are require to appear before the screening cum selection committee.

Non-teaching staff:- All non-teaching staff are also assessed through ACR (Annual Confidential Report). The various parameters for staff members are assessed under different categories i.e. character and habit, departmental abilities, capacity to do hard work, discipline, reliability, relations/cooperation with superiors, subordinate, colleagues, students and public and power of drafting were applicable. On satisfactory performance all employees are granted promotion and financial upgradation under the ACP scheme. It also helps in evaluating the performance of the employees in motivating them and analyzing their strengths and weakness for better performance.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Yes, Institution conducts internal and external financial audits regularly. As far as internal financial audit is concerned the Auditor is appointed by the Governing Body of the institution while the Auditor is appointed by concerned department of government for external financial audit. Local Audit is appointed by the government and C.A. audit is done by the Chartered Accountant i.e. M/S Saquei

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

| File Description | Documents |
|---|------------------|
| Annual statements of accounts | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | No File Uploaded |

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Funds received from the State Government are spent on payment of salary of teaching and non-teaching staff of the College. Each and every amount received from state government and RUSA are at par with budget allocation. After the fund is sanctioned which is deployed on different heads of expenditures in accordance with approval of various statutory committees constituted by the University from time to time for efficient use of funds, grants received from government . The College follows transparency in use of funds. Funds received from RUSA are mainly earmarked for infrastructural related growth and development of the College. RUSA grants a spent after approval

of building committee, sales and purchase committee, finance committee and other committees of the College. All these committees are supervised by the Secretary and President of the College. The College also mobilizes its resources from funds generated from KKHSOU, IDOL and PGDCA. Resource mobilization is also carried out by following means :-

1. Students fees
2. Research grant
3. Funding from alumni doners
4. Bank of Boroda, State Bank of India (Gumi, Chhaygaon Branch)

Optimum utilization of funds is ensured through:-

1. Adequate funds are allocated for effective teaching learning practices.
2. Budget is utilized for administrative expenses and maintenance of fixed assets.
3. Enhancement of library facilities need to augment learning practices and accordingly requisite funds are utilized every year.
4. Adequate funds are utilized for development and maintenance of infrastructure of College.
5. Some Funds are allocated for social service activities as part of social responsibilities through NSS.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

- The IQAC at Chhaygaon College was constituted on 03-01-2006 since then it has

been performing the following tasks on aregular basis.

1. Improvement in quality of teaching and research by regular inputs to all concerned based on feedback of

students.

2. Providing inputs for best practices in administration for efficient resource utilization and better service to students and staff.
3. Providing inputs for Academic and Administrative Audit and analysis of results for improvement in areas found weak.
4. Students and staff give their feedback and suggestions on teaching and administrative performance through the suggestion box located in Chhaygaon College campus or through email to the Coordinator IQAC nabakalita655@gmail.com

The IQAC has immensely contributed in the implementation of quality

assurance strategies and processes at all levels. The IQAC regularly meets at a gap of 3 months. The IQAC prepares, evaluates and recommends the following for approval by the College authority:-

1. AQAR
2. SSR of various accreditations bodies (NAAC)
3. PBAS for CAS promotion
4. Stateholders feedback
5. Process, performance and conformity.
6. Action taken reports
7. New programmes as per National Mission and Govt. policies

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

- The IQAC continuously reviews to improve the quality of the teaching-learning process. The academic calendar is prepared well ahead time which is later circulated and followed. Admissions in various programmes including summer, winter vacations, examination schedule and declaration of results as per University rules. Students

are given a brief account of the College and courses. Students are appraised of the time-table, programme structure, syllabi of the courses. Anti-Ragging committee keeps an eye for any untoward incidents. Committees are formed to take up students' feedback and appropriate measures are taken to make the teaching-learning process better. Students' feedback are also taken individually directly through IQAC. Students are also free to approach the Head of the Institution for any sort of suggestion and feedback. The feedback is properly analyzed and shared with the Principal, Academic Heads, HODs and individual faculty members. The teaching learning processes are reviewed and improvements implemented, based on the IQAC recommendations. The major initiatives taken over the last five years include the following:-

1. Home Assignment (every 6 months)
2. Automation of admission process.
3. MOU with Grameen Sahara
4. Workshop on newly introduced CBCS course by Prof. Nissar Ahmed Barua, Dept. of Economics, Gauhati University
5. Green initiative in campus
6. Tree Plantation
7. Inter- College students exchange programme.

In addition to IQAC, the College also considers recommendation of the Gauhati University, Assam Government rules and sometimes the College invites academicians and bureaucrats for the betterment of the institution.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification,

D. Any 1 of the above

NBA)

| File Description | Documents |
|--|---|
| Paste web link of Annual reports of Institution | http://chhaygaoncollege.in/wp-content/uploads/2021/12/DocScanner-Dec-20-2021-3.10-PM.pdf |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Upload details of Quality assurance initiatives of the institution (Data Template) | No File Uploaded |

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Chhaygaon College has strong ethical work culture that is based on inclusivity. It maintains ethical standard in all its activities. Equal opportunities are provided to all irrespective of gender, class, creed. We have 18 women staff and 832 Girl students. A friendly work culture is highly maintained. Female students take part in different co-curricular activities in College namely debating, quiz competition, allocation, writing competition and both outdoor and indoor sports. They take part in both inside and outside the campus. Gender sensitivity is an inherent value in the cultural ethos of the institution.

Safety & Security Measures in the Campus

- Security checkpoints at all campus entries and exits. Extensive surveillance network.
- Rotational duty by all faculty members for discipline and security.
- Night patrols by night staff
- Strict implementation of anti-ragging, anti-harrasment and mobile free campus.
- Awareness campaigns through street plays.

Counselling-

- Grievance redressal cell committees for staff and students.
- Gender sensitization related works in campus and nearby areas.
- Counseling of both male & female students which incorporates medical counselling , Moral counselling , Career counselling and village counselling
- Both male and female students have separate common rooms with high facility in the College Campus. Where they take rest in between classes discuss matters, play games and also read books.

The NSS Unit organizes medical camps, awareness camps, health and hygiene awareness camp and self-defence camps.

Common Rooms-

- Both male and female students have separate common rooms with high class facilities in the college campus , where they take rest in between classes , discuss matters, play games and also read books.

| File Description | Documents |
|--|--|
| Annual gender sensitization action plan | a) To promote Women Empowerment " A Seven Day Workshop On Self-Defence for Women" has been organized by NSS Unit in collaboration with IQAC, Chhaygaon College from 5th March to 11th March 2021. b) A special talk was organized on "PCOD and other Gynaecological Diseases" by Jaydeep Pal, Senior Obstotrician and Gynaecologist, Laparoscopic Surgion on 18th December 2020. c) An Awareness Programme was organized on "Safety and Security of Women" organized by Internal Quality Assurance Cell on 29-12-2020. |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | Nil |

| 7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment | D. Any 1 of the above | | | | | | | | |
|---|------------------------------|-----------|---|---------------------------|--|---------------------------|--------------------------------|-------------------------|--|
| <table border="1"> <thead> <tr> <th data-bbox="92 479 531 546">File Description</th> <th data-bbox="536 479 1394 546">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="92 553 531 613">Geo tagged Photographs</td> <td data-bbox="536 553 1394 613">View File</td> </tr> <tr> <td data-bbox="92 620 531 680">Any other relevant information</td> <td data-bbox="536 620 1394 680">View File</td> </tr> </tbody> </table> | File Description | Documents | Geo tagged Photographs | View File | Any other relevant information | View File | | | |
| File Description | Documents | | | | | | | | |
| Geo tagged Photographs | View File | | | | | | | | |
| Any other relevant information | View File | | | | | | | | |
| 7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management | | | | | | | | | |
| <p>Solid waste Management -</p> <p>The waste is collected and segregated at designated timely intervals. The workers collect garbage from each floor and segregate the waste. They are then taken to the dumping yard provided by the college. The College has contacted authorized vendor who collects the waste from the designated place segregates them and disposes them at the landfills authorized by the government.</p> <p>E-waste management-</p> <p>The e-waste generated from hardware which cannot be reused or recycled is being disposed through authorized vendors.</p> | | | | | | | | | |
| <table border="1"> <thead> <tr> <th data-bbox="92 1514 531 1581">File Description</th> <th data-bbox="536 1514 1394 1581">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="92 1588 531 1760">Relevant documents like agreements/MoUs with Government and other approved agencies</td> <td data-bbox="536 1588 1394 1760">No File Uploaded</td> </tr> <tr> <td data-bbox="92 1767 531 1872">Geo tagged photographs of the facilities</td> <td data-bbox="536 1767 1394 1872">Nil</td> </tr> <tr> <td data-bbox="92 1879 531 1933">Any other relevant information</td> <td data-bbox="536 1879 1394 1933">No File Uploaded</td> </tr> </tbody> </table> | File Description | Documents | Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded | Geo tagged photographs of the facilities | Nil | Any other relevant information | No File Uploaded | |
| File Description | Documents | | | | | | | | |
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded | | | | | | | | |
| Geo tagged photographs of the facilities | Nil | | | | | | | | |
| Any other relevant information | No File Uploaded | | | | | | | | |
| 7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge | C. Any 2 of the above | | | | | | | | |

| Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus | |
|---|-------------------------------------|
| File Description | Documents |
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | View File |
| 7.1.5 - Green campus initiatives include | |
| 7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants | A. Any 4 or All of the above |
| File Description | Documents |
| Geo tagged photos / videos of the facilities | View File |
| Any other relevant documents | View File |
| 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution | |
| 7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities | D. Any 1 of the above |

| File Description | Documents |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded |
| Certification by the auditing agency | No File Uploaded |
| Certificates of the awards received | No File Uploaded |
| Any other relevant information | View File |

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

| File Description | Documents |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Policy documents and information brochures on the support to be provided | View File |
| Details of the Software procured for providing the assistance | No File Uploaded |
| Any other relevant information | View File |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, religion, linguistic, communal, socio-economic and other diversion . Different sports and cultural activities promote harmony and good relations with

one another. Days like Yoga day, Women's Day, AIDS Day and cultural procession on college week are organised and observed in the College. These activities cultivated positive attitude among different social and cultural background. The grievance Redressal Cell of the College gives a special hearing to the problems of students and tries to solve these problems without considering anyone's cultural or social background.

Institution has ethics for teachers, students and staff which they abide by irrespective of diversities. Health camps and talks by health workers are arranged, which is open to all irrespective of caste, creed, colour, race or background.

During examinations any student who feels sick or unwell and not capable for sitting in the examination halls is provided with the facility of sick room where they are taken care of while writing their exams.

Additional page on extension- extra curricular activities

1. NSS activities
2. Scout & guide activities
3. NRC duties
4. Covid 19 duties
5. Election duties
6. Gunotsav duties
7. Environmental field trip, Industrial and historical study tour
8. Service to the community
9. Red Ribbon Club etc.

Personal

1. Sharmila Roy Das

Voice over artist in Doordarshan Kendra Ghy

Subject expert (V.C.Nominee)

1. M.K. Goswami

Performed and directed two drama (2018, 2019)

Composed 3 one act play

Appeared in video version of 3 assamese songs

1. Lakhyadhar Sarma

Songs in Prag News

NSS programme officer

Coordinator International Webniar (Blog)

Research person

Guest & Special guest

1. Jogen Boro

Scout & guide officer

1. Dilip Kumar Goswami

Nodal teacher, Environmental studies & education

| File Description | Documents |
|--|------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

- Our vision is to facilitate journey of students from information to knowledge and from knowledge to wisdom . Students, in this case receive all round understanding of environment and constitutional obligation . As the college situated in the rural area they face challenges regarding lack of public health, malnutrition , water, sanitation , educational and vocational opportunities . Our college has adopted village(Ratanpur) which is 3 km awayfrom College and through NSS Unit our college organizes a number of academic and non-academic activities . Election in College is held every year. It helps the studentsto become perfect citizen of the country. The teachers' unit also extends services like Yoga , spiritual talk , book fair to enlighten them and give them a high form of life. During College week different competition are held and students are made competent by participating in various competitions.

Hosting flag, Human Rights Day, College election, educational tour, not to spoil the environment day (Environment Day 5th June) celebrate Birthdays of great personalities or heroes of the Nation, Women days, Floral tribute to the Martyr's at the Swahid Bedi.

| File Description | Documents |
|--|---------------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | View File |
| Any other relevant information | No File Uploaded |

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

E. None of the above

| File Description | Documents |
|--|------------------|
| Code of ethics policy document | No File Uploaded |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Describe the efforts of the Institution in celebrating / organizing national and international commemorative days, events and festivals DURING THE YEAR within 500 words:-

- Chhaygaon College is committed to promote ethics and values amongst students and

faculty. The College organizes National festivals as well as Anniversaries for the great Indian Personalities. College celebrate the following days:-

- Teachers Day (5th September)
- As birthday of great teacher Dr. Sarvapalli Radhakrishanna
- College Foundation Day (6th September)
- International Women's Day (8th March)
- International Yoga Day (21st June)
- Independence Day (15th August)
- Republic Day (26th January)
- World Environmental Day (5th June)
- NSS Day (24th September)
- Birthday of Mahatma Gandhi (2nd October)
- Human Rights Day (10th December)

| File Description | Documents |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

- The College has adopted two important practices which may be specially mentioned:-
1. The first practice is COVID-19 VACCINATION DRIVE. The College NSS Unit started vaccination drive on 9th of June, 2021. The Government of Assam has officially deputed 15 NSS volunteers of the college on Covid Service duty in different vaccination camps under the guidance and supervision of the College NSS Unit Programme

Officer. The volunteers actively participated more than 100 vaccination centre's and motivated the elderly citizens to vaccinate by door to door awareness campaign. Due to the commendable service of the College NSS Unit the Govt. of Assam has officially felicitate the Unit on 15th August, 2021.

2. Adoption of ST village, Ratanpur for socio-economic and cultural upliftment- an program of work in the village vicinity by NSS (National Service Scheme) of Chhaygaon College.

In the first practice besides taking classes the teachers extends special service to the learners to enable the students to improve academically . Students are divided into groups and works are assigned to them and teachers of the respective departments to keep track on them. With these cooperative effort and disciplined way of studies , students are more result-oriented . The second practice is adoption of Ratanpur village by Chhaygaon College . The main purpose behind this adoption is because it is near the College and most of the residents belong to ST community . It is a backward and underdeveloped village in greater Chhaygaon area . The NSS unit has been very actively involved in the development and progress in Ratanpur village. A concrete bridge was constructed with Hume Pipes , as the infrastructure is very low with poor condition of roads. Roads were also being cleaned and repaired by NSS unit which continues from time to time . The College focuses on enhancing their dignity and quality of life.

Human values and professional ethics

| File Description | Documents |
|--|---------------------------|
| Best practices in the Institutional web site | No File Uploaded |
| Any other relevant information | View File |

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

With a view to become one in many in the academic field, in south Kamrup, the College not only imparts formal education to its students but also tries its best to motivate young learners to dream of a beautiful life based on moral and spiritual values. The College encourages to dream better ideas, give

shape to future and imbibe a feeling of confidence in human capability. The mission of the College stresses to prepare students academically , physically and mentally fit for entering any walk of life. The College constantly keeps working by extending community based programme , outreach programmes in different rural school & villages. The NSS group also forward its service in different activities . The College also adopted a village named Ratanpur and works for enhancement of their , dignity and quality of life . The College Teachers Unit cell organizes extension programmes for the welfare and benefits of the students to motivate them for a better life.

The student feedback is taken to obtain feedback on various institutional qualitative aspects viz; Teachers, departmental infrastructure , curriculum , campus infrastructure, office , library and hostels.

| File Description | Documents |
|--|------------------|
| Appropriate web in the Institutional website | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.3.2 - Plan of action for the next academic year

- To initiate and skill development course and tourism course.
- To complete ongoing preparation for applying 3rd cycle of NAAC.
- To ensure a plastic and tobacco free campus.
- To serve eco-friendly food by the canteen in the campus .
- To encourage students for summer training courses.
- To continue with the excursion process.
- Construction of new rooms with laboratory and
- To open science stream
- To upgrade College library and to make it fully digitalized.
- Upgrade College office by using office automation system
- To introduce mind set for entrepreneurship by Yuva Shakti introduced by govt. of Assam.
- To hold collaborative workshop with snake and bird research centre